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**OFFICE OF GOVERNOR RONNIE MUSGROVE**  
**INTEROFFICE MEMORANDUM**

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**TO:** GOVERNOR  
**FROM:** RILEY  
**SUBJECT:** LETTERS TO SENIORS  
**DATE** 7/22/03  
**CC:** FILE

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Per your directions, I had MDE forward us the clean data that they have for us to send congratulatory letters to the 2003 seniors. MDE has been able to provide us with clean data for approximately 75% of those graduates (16,380 names).

I've drafted the attached letter. Please review it and mark any changes that you would like to have made.

I'll get these letters out as soon as possible. I've advised Felicia of this project, as we will probably have to order more letterhead stationery and envelopes. Boyd suggested that we look at contracting this out to a mail order company that will stuff the envelopes and put postage on them. I'm waiting to hear from Felicia as to what she wants us to do.